



**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS**

**MOTHER/CHILD TRANSPORTATION AND VISITATION SERVICES  
FOR CHILDREN OF FEMALE INMATES AT  
EDNA MAHAN CORRECTIONAL FACILITY FOR WOMEN**

**NOTICE OF GRANT OPPORTUNITY**

**Announcement Date: November 19, 2012**

**Application Due Date: December 17, 2012**

**Gary M. Lanigan  
Commissioner**

**MOTHER/CHILD TRANSPORTATION AND VISITATION SERVICES  
FOR CHILDREN OF FEMALE INMATES AT  
EDNA MAHAN CORRECTIONAL FACILITY FOR WOMEN**

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## **NOTICE OF GRANT OPPORTUNITY**

### **MOTHER/CHILD TRANSPORTATION AND VISITATION SERVICES FOR CHILDREN OF FEMALE INMATES AT EDNA MAHAN CORRECTIONAL FACILITY FOR WOMEN**

**Take Notice that in compliance with N.J.S.A. 52:14-34.4 et seq. (P.L. 1987, c.7), the Department of Corrections hereby publishes a notice of the availability of the following grant:**

#### **Mother/Child Transportation and Visitation Services for Children of Female Inmates at Edna Mahan Correctional Facility for Women**

##### **A. Information for Applicants (Background)**

The U.S. Department of Justice, Bureau of Justice Statistics, estimates that more than two million (2,000,000) children have at least one (1) parent in prison. Having a mother in prison can have many negative effects on children. Children who have a mother in prison are at risk for emotional problems and have increased chances of being arrested and incarcerated. Women who learn to be better mothers can help reduce these risks and have positive effects on their children's lives. Research shows that women who are taught more effective parenting skills are less likely to return to prison, and their children adjust better when they are reunited. To that end, the New Jersey Department of Corrections (NJDOC) has designed a comprehensive plan to address this problem. On an annual basis, Federal Social Services Block Grant (SSBG) funding is awarded through the NJ Department of Human Services (DHS) to the NJDOC. The NJDOC plans to award a grant to a non-profit organization or government entity to provide transportation and services for the children of inmates at the Edna Mahan Correctional Facility for Women (EMCFW) in Clinton, New Jersey.

##### **Mother/Child Visitation Transportation Service**

The NJDOC will award a grant to a non-profit organization or government entity to provide transportation services for children participating in the Mother/Child Visitation Program at EMCFW. EMCFW is responsible for housing state-sentenced female offenders at all levels of security. Established in 1913, EMCFW has separate and diverse housing suited to the various custody status limitations of the population. The approximate average daily inmate population of the facility is seven hundred fifty-two (752) inmates. The race/ethnic background of the population is approximately forty-eight (48) % Black, thirty-seven (37) % White, fourteen (14) % Hispanic, and one (1) % Asian.

The Mother/Child Visitation Program consists of a visitation program for children of incarcerated mothers. The program operates three (3) days per week on Mondays, Thursdays and Fridays during the months of February through October. No more than ten (10) children participate in each day's session. Visits through the Mother/Child Visitation Program are not held during the months of November and January. In December, the schedule and frequency of

the visits are modified when a special visit occurs for a larger segment of the inmate population. The December visits are further explained in Section D – Scope of Work.

Transportation is provided to children from ten (10) counties throughout New Jersey, and the participating counties are rotated on a six (6) to eight (8) week basis. The ten (10) counties include the following:

- Bergen
- Camden
- Essex
- Hudson
- Mercer
- Middlesex
- Monmouth
- Morris
- Passaic
- Union

Pick up of the children will be arranged by the grantee at a centralized location(s) in each of the above-noted counties. The names of the children, and any guardian/caregiver approved to accompany a child on the trip, are provided by the EMCFW. As long as the mother is housed in the appropriate security level, the children are provided with a specialized visit and activities including games, arts and crafts, story telling and individual bonding time with the mother.

## **B. Important Dates**

- RFP release date: **November 19, 2012**
- End of question period: **November 26, 2012**
- All questions and answers posted on the NJDOC Web site: **December 3, 2012**
- Proposal closing date: **December 17, 2012**
- Grant award notification: **December 31, 2012**
- Grant Period: **January 1, 2013 – December 31, 2013**

### **C. Eligible Organizations**

In order to be eligible for consideration, grantees must be a non-profit corporation duly registered to conduct business in the State of New Jersey or a government entity. It is also required that each grantee maintain a facility in a central location within each of the ten (10) designated counties. These facilities shall be the transportation pick up and drop off locations for each designated county.

### **D. Scope of Work**

The grantee shall ensure that it has facilities in each of the ten (10) designated counties to serve as the pick up and drop off locations for the children. In the event of inclement weather, shelter shall be provided for the program participants and guardians/caregivers at the grantee's facilities while awaiting the transportation service to commence. The grantee shall also ensure that agency staff is present at the designated pick up and drop off facilities on assigned days to serve as a point of contact for communication with EMCFW program staff if necessary.

In most instances, children will be unaccompanied by their guardian/caregiver on the vehicle and at the correctional facility. The grantee shall provide an aide to be present during the transportation and at the EMCFW to assist and supervise the children. For children requiring accompaniment by their guardian/caregiver, the EMCFW program staff will inform the grantee of those guardians/caregivers approved to accompany the children to the facility. Only EMCFW approved guardians/caregivers are to accompany the children on the trip to the facility as provided by the grantee.

On the day of each scheduled visit, an EMCFW Social Services Department social worker will be assigned to manage the overall visit process. The EMCFW social worker will assist the grantee's staff in the accompaniment of all program participants as they navigate from one location of the EMCFW institution to another. The EMCFW social worker will also be present at the event location for the duration of the visit. The social worker will assist the grantee's staff in ensuring the care, safety and supervision of all children and guardian participants. The social worker will serve as the direct liaison to address any matters that may require EMCFW Social Services Supervisor, Administration and/or Custody attention or consultation.

The grantee shall be responsible for the care, safety and supervision of all children and guardian/caregiver participants at all times during the transportation and facility visit. The grantee shall ensure that, at a minimum, two (2) staff be assigned to the program. This staff shall, at a minimum, include a driver and an aide. Substitute staff shall be available to fulfill the duties of the driver or aide in the absence of these primary staff. The driver, aide and all substitute drivers and aides shall be required to submit to, and pass, a criminal background check. In addition, these staff will be issued a temporary identification card that must be worn visibly at EMCFW. Only staff and substitute staff who have passed the criminal background check, and have been approved by EMCFW, will be issued an identification card allowing them to accompany the children on the trip and enter the EMCFW.

The grantee's primary staff for the project and substitute staff will be required to attend security training prior to commencing work on the project. Each training session will address safety and security protocol, and institutional procedures. The grant agreement liaison will inform the

grantee of the training requirements, with reasonable notice, as these requirements are identified. Once trained, all staff must ensure that they, the children and the guardians/caregivers adhere to the security rules of the EMCFW when present at the facility. Annual security training will be required in instances of grant agreement extension. All drivers and substitute drivers will be required to possess a valid New Jersey Commercial Driver's License (CDL) and passenger endorsement for the class and type of grantee's vehicle to be operated. This CDL license must be issued by the New Jersey Motor Vehicle Commission.

During the months of February through October, the Mother/Child Visitation sessions operate at EMCFW from 1:00 p.m. to 3:00 p.m. on Mondays, Thursdays and Fridays. The grantee shall adhere to a schedule in order to ensure that the children arrive at the EMCFW no later than 12:30 p.m. This will allow for sufficient time for all children, guardians/caregivers and staff to complete the security screening process at the facility and arrive at the event location by the 1:00 p.m. start time. The grantee's staff must ensure that the children, guardians/caregivers and staff follow the visitor dress code. The EMCFW visitor dress code can be found on the NJDOC Web site at: [http://www.state.nj.us/corrections/pdf/cia\\_visitation/dress\\_code.pdf](http://www.state.nj.us/corrections/pdf/cia_visitation/dress_code.pdf) At least one (1) of the grantee's approved staff must escort the children and guardians/caregivers at all times while on grounds at the EMCFW. This includes accompanying and assisting the children through the security check point, traveling with the children and guardians/caregivers to the event location, and remaining present during the event at all times. The driver may leave the EMCFW grounds once the event commences; however he/she must return to the facility by 2:45 p.m. to prepare for the transportation back to the grantee's designated drop off facilities.

Special visitation events occur during the month of December and shall require the grantee to adjust the transportation schedule and pick up/drop off locations. Special visitation events are scheduled Monday, Wednesday and Thursday during the second week of December only. A larger group of inmates and their children participate during this time. For the special visitation in December, the EMCFW arranges and pays for bus transportation for children attending from multiple sending counties throughout the state. The bus transportation for the larger, special visitation event in December is outside the scope of work for this subgrant. However, the grantee shall be required to transport a group of no more than ten (10) children from smaller outlying counties, if the number of children from the smaller counties does not warrant pick up from the bus service. Within one month of the event, EMCFW will notify the grantee of the counties for which transportation is required during the month of December.

The grantee must provide the EMCFW staff with contact information at each designated site to communicate vital program notifications. Such information may include a cancellation or delay of the scheduled event due to inclement weather or facility lockdown, as well as revision of the approved child or guardian/caregiver participant list. A cell phone, paid for by the grantee, shall also be available to the staff on the vehicle in order for EMCFW staff to reach them during transport. Lunch is provided by the EMCFW for the children, guardians/caregivers and staff members attending the event. The grantee's staff shall notify the EMCFW staff of the count of the number of children and guardians/caregivers transported to the event within one (1) hour of arriving at the facility to ensure sufficient time for lunch preparation.

The grantee's staff shall monitor the conduct of the children and guardian/caregiver at all times while on the bus and on the grounds of the EMCFW. Staff shall respond to inappropriate conduct of the children or guardians/caregivers to appropriately rectify any incident, as it may occur. The

grantee shall notify the EMCFW staff of an accident or medical emergency as soon as possible after the accident or emergency occurs. An EMCFW incident report shall be completed and forwarded to the EMCFW grant agreement liaison within one (1) business day of the accident or emergency occurrence.

On the day of each scheduled visit, all participants will proceed as a group to the event location and shall be accompanied by the grantee's staff. At times, participants will walk a short distance outdoors from the security check point to the visit location. The EMCFW Social Services Department staff member will be waiting at a designated location to meet the participants.

At times, visits will be managed in two locations at the facility. On such occasions, an EMCFW social worker will be assigned to each event location, and the grantee's staff will be requested to accompany the participants in the larger of the two visits scheduled or the visit deemed to require additional support.

## **E. Insurance**

The grantee shall secure liability insurance in accordance with the minimum Standards for Insurance Coverage, as outlined below, and maintain it in force for the term of the grant agreement. The grantee shall maintain adequate insurance coverage. Such insurance policies must contain the provision that the insurance provided in the declaration page shall not be canceled or non-renewed for any reason except after thirty (30) days written notice to the NJDOC. The grantee is responsible for forwarding a copy of its insurance policy declaration page to the NJDOC Grants Management Unit for their grant agreement files upon purchase or renewal. Public entities, such as counties, municipalities or public school districts that are self insured, must provide acknowledgment that they are self insured to the extent necessary to cover liabilities imposed by law and assumed under the grant agreement.

The following are the minimum Standards for Insurance Coverage:

1. General Liability Insurance written on a commercial liability occurrence form against any liability of the grantee. Said insurance shall not be circumscribed by an endorsement limiting the breadth of coverage. The State of New Jersey, Department of Corrections and the EMCFW shall be named as an Additional Insured. The policy shall include the following:
  - a. Broad Form Comprehensive General Liability
  - b. Products/Completed Operations
  - c. Premises/Operations

The minimum limits of liability shall be: Bodily injury liability and property damage liability - \$1,000,000 each occurrence, \$3,000,000 aggregate (may be written as a combined single limit). An Umbrella Policy may be used to supplement the base policy

to meet the minimum standards for insurance. The State of New Jersey, Department of Corrections and the EMCFW shall be named as an Additional Insured.

2. Commercial Automobile Liability Insurance written to cover cars, vans, buses or trucks used by the grantee. Limits of liability for bodily injury and property damage should not be less than \$2,000,000 each occurrence. The State of New Jersey, Department of Corrections and the EMCFW shall be named as an Additional Insured.
3. Workers' Compensation Insurance without regard to liability, required by State law in case of illness, injury, disability or death as a result of a job-related accident.
4. Employer's Liability Insurance is to be included with limits of not less than:
  - a. \$100,000 Bodily Injury, each occurrence
  - b. \$100,000 Disease, each employee
  - c. \$1,000,000 Disease, aggregate limit
5. Employee Fidelity Bond issued for a stated amount on all regular employees of the grantee insuring against loss from employees' dishonest acts. The Bond should be for at least fifteen (15) % of the full dollar amount of all State of New Jersey contracts held by the grantee for the current year when the combined dollar amount exceeds \$50,000.

## **F. Reporting**

The grantee agrees to submit quarterly narrative progress reports to the grant agreement liaison at EMCFW. The format of the quarterly narrative report will be mutually agreed upon by the grantee and the grant agreement liaison. At a minimum, the quarterly narrative progress reports will include data on the number of trips completed and number of children and adults transported per trip. The reports will also include a narrative explanation of any barriers to service implementation that should be addressed by the grant agreement liaison. The grantee will need to maintain attendance records to help ascertain duplicated vs. unduplicated service numbers.

## **G. Grant Proposal Format**

The application shall be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 10 pages. Pages should be numbered "1 of x," "2 of x," etc.

Proposals submitted in response to this Notice of Grant Opportunity are to describe in narrative form the grantee's general approach to accomplishing the described tasks. The proposals must include information regarding:

- Mission and/or background of the agency
- Location of the agency's facilities



- Agency Data Universal Numbering System (D-U-N-S) number
- Experience providing transportation services
- Table of organization
- Key individuals who will be involved in the project
- Staffing qualifications
- Backup/substitute staff
- Prior and/or current experience facilitating services in a correctional institution
- Anticipated difficulties with the tasks as described by this Notice of Grant Opportunity
- Other State agency grants or contracts (if applicable)
- Project budget, including all project costs and project total
- Budget narrative

#### **H. Selection Criteria**

Selection criteria will be based upon the following and in this order of importance:

- Applicant's qualifications.....25%
- Applicant's experience in similar work.....25%
- Completeness of the proposal .....20%
- Applicant's understanding of the program based on content of the proposal.....20%
- Budget and budget narrative.....10%

#### **I. No Client Fees**

The grantee shall impose no fees or any other types of charges of any kind upon recipients of grant agreement services.

#### **J. Availability of Funds**

A total of \$55,000 in Federal Social Services Block Grant funds is available for an annualized project period. The grantee shall be reimbursed for program expenditures on a quarterly basis. Grant funds shall be dispersed as a cost reimbursement only. No advance of funding will be

permitted. The organization will submit a State of New Jersey Payment Voucher, a detailed cost statement (format to be provided by the NJDOC) and a supporting narrative program report.

The grant agreement will be subject to appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated by the Legislature or are otherwise unavailable, the NJDOC reserves the right to terminate the grant agreement upon written notice to the organization. Said termination shall not be deemed a breach of contract by the NJDOC. Should such an event occur, the grantee agency shall be entitled to compensation of all satisfactory and authorized services completed as of the termination date. Upon such termination, the grantee agency shall have no right to recover from the NJDOC an actual, general, special, incidental, consequential, punitive or any other damages whatsoever, of any description or amount.

#### **K. Grant Award and Grant Period**

The grant shall be awarded with reasonable promptness, by written notice, to the applicant whose proposal best meets the aforementioned specifications. NJDOC staff may request a site visit to the organization. Grant applicants will be notified of grant award by December 31, 2012. The grant award period shall begin on January 1, 2013.

The grant period may be renewed for two (2) additional one (1) year periods, or fractions thereof, dependent upon the availability of additional grant funds and satisfactory performance of the grantee agency, as determined by the NJDOC in its sole discretion.

#### **L. Instructions for Submitting Questions**

Questions regarding this Notice of Grant Opportunity cannot be accepted via telephone. Questions may be faxed or e-mailed prior to the end of the question period, to:

New Jersey Department of Corrections  
Attn: Therese Matthews  
Fax: 609-633-2112  
E-mail: [therese.matthews@doc.state.nj.us](mailto:therese.matthews@doc.state.nj.us)

All questions and answers will be posted on the NJDOC's Web site.

#### **M. Instructions for Submitting Applications and Submission Deadline**

The Notice of Grant Opportunity will be posted on NJDOC's Web site at: <http://www.state.nj.us/corrections/pages/NJSA5216A.html>.

The responsibility for a timely submission rests with the applicant. NJDOC must receive one (1) original and four (4) copies of the completed application with all attachments no later than **4:00 p.m. on Monday, December 17, 2012**, without exception. NJDOC will not accept and cannot evaluate for funding consideration an application received after this deadline.

One (1) original and four (4) copies of the application must be mailed or delivered to:

New Jersey Department of Corrections  
Central Office Headquarters  
Therese Matthews, Grants Manager  
Whittlesey Road  
P.O. Box 863  
Trenton, NJ 08625-0863

Postmarks are not acceptable evidence of timely submission of the application. Receipt of the application by the due date and time is required. Applicants are strongly encouraged to hand-deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested, or arrange for delivery by an overnight delivery service, so as to ensure timely delivery and receipt of the application.

#### **N. Panel Review and Award Process**

The NJDOC will conduct an internal review of each grant application. A review panel will evaluate the applications in accordance with the selection criteria indicated on page 9. Applicants are reminded that the grant will be awarded through a competitive process. The NJDOC cannot fund all applications submitted. The successful applicant will be notified of grant award on or around Monday, December 31, 2012.

## **Notice of Grant Opportunity**

### **Appendix Proposal Forms**

## NEW JERSEY DEPARTMENT OF CORRECTIONS

### Mother/Child Transportation and Visitation Services - Title Page

**SECTION I:**

TITLE OF NGO: Mother/Child Transportation and Visitation Services for Children of Female Inmates at Edna Mahan

Correctional Facility for Women

DIVISION: Office of Policy and Planning

OFFICE: Grants Management Unit

**SECTION II:**

CONTACT NAME:

APPLICANT AGENCY:

ADDRESS:

CITY:

STATE:

ZIP:

PREVIOUS FUNDING: Agency received funding from the NJ Department of Corrections within the last two years of submission of this application.

YES ☐ NO ☐

PROJECT DIRECTOR (Please print or type name):

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL:

BUSINESS MANAGER:

PHONE NUMBER:

E-MAIL:

DURATION OF PROJECT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TOTAL AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

APPLICATION CERTIFICATION: *To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.*

\_\_\_\_\_  
SIGNATURE OF CHIEF EXECUTIVE OFFICER/  
AUTHORIZING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Please print or type name)

**\*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

**SECTION III:**

**SEND OR DELIVER PROPOSALS TO:**

**APPLICATIONS MUST BE RECEIVED BY:**

NEW JERSEY DEPARTMENT OF CORRECTIONS

4:00 pm on December 17, 2012

WHITTLESEY ROAD

ATTN: THERESE MATTHEWS, GRANTS MANAGER

P.O. BOX 863

TRENTON, NJ 08625-0863

**NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.**

**New Jersey Department of Corrections**

**Budget Detail Form**

<b>BUDGET CATEGORIES</b>	<b>FEDERAL</b>	<b>IN-KIND/ OTHER</b>	<b>TOTAL</b>
A. Salaries & Wages	\$	\$	\$
Fringe Benefits	\$	\$	\$
B. Purchase of Services	\$	\$	\$
C. Travel, etc.	\$	\$	\$
D. Consumable Supplies	\$	\$	\$
E. Facilities, etc.	\$	\$	\$
F. Equipment	\$	\$	\$
G. Indirect Costs	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$